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PART IV – SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

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L.1.0 POINT OF CONTACT

The Contracting Officer (CO) is the sole point of contact for this acquisition. All questions or concerns must be addressed to the CO identified in this Screening Information Request (SIR).

L.2.0 TYPE OF CONTRACT (FAA Clause 3.2.4-1)

The Government contemplates award in accordance with its Acquisition Management System (AMS) of a contract which will be a combination of the following: Cost Plus Incentive Fee (CPIF), Cost Plus Level of Effort (CPLOE) and Cost Plus Fixed Fee (CPFF).

L.2.1 NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODE, DESCRIPTION AND SIZE STANDARD

The North American Industry Classification System code for this acquisition is 541511 Custom Computer Programming Services.

L.3.0 CLAUSES AND PROVISIONS INCORPORATED BY REFERENCE (AMS 3.1-1 (December 2005))

This SIR or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the CO will make the full text available, or Offerors and contractors may obtain the full text via the Internet at: <http://conwrite.faa.gov>.

L.3.1 FAA AMS Clauses

The following contract clauses are hereby incorporated by reference:

(All applicable clauses are provided in Section I.)

L.3.2 SMALL BUSINESS AND SMALL DISADVANTAGED BUSINESS SUBCONTRACTING PLAN AND NAICS CODES

(a) The Offeror shall provide a detailed subcontracting plan that fulfills all requirements contained within AMS Clause 3.6.1-4 entitled: Small, Small Disadvantaged, and Women-Owned Small Business Subcontracting Plans. The Offeror will ensure their subcontracting plans fully address each of the eleven items listed in the AMS Clause 3.6.1.4 as being required within an Offeror's subcontracting plan.

(b) At least forty-five (45) percent of the planned subcontract dollar value shall be allocated to small businesses including:

(1) At least ten (10) percent of the total planned subcontract dollar value shall be allocated to small disadvantaged businesses.

(2) At least five (5) percent of the planned subcontract dollar value shall be allocated to small women-owned businesses.

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(3) At least three (3) percent of the total proposed subcontract dollar value shall be allocated to service disabled veterans owned businesses.

These goals will apply over the life of the contract, including the base period and each exercised option period.

For purposes of determining a proposed subcontractor's eligibility as a small business the following NAICS Code shall apply:

541511 Custom Computer Programming Services

For those subcontractors that the contractor claims as a small business (for purposes of meeting the goals spelled out in their Subcontracting Plan) the proposed subcontractor must qualify as a small business under the NAICS code identified above. The above-noted NAICS code represents the size standard for the types of services that account for the greatest percentage of total contract value; they stipulate that a small business may not have earned in excess of \$25 million in terms of average annual gross receipts over the past three years.

L.4.0 EVALUATION PROCESS

The FAA will conduct a two-phase source selection process. A down select decision will be made at the end of Phase I, based on those proposals meeting all criteria defined in section L.14. The Government reserves the right to down select any Offeror during Phase I if it is apparent that the Offeror is not likely to receive the award. Contract award will be made to the Offeror whose proposal provides the best overall value to the Government, taking into consideration all evaluation factors. Best value is not necessarily lowest cost.

The FAA will evaluate each Offeror's capability to perform the effort required by this SIR as measured by the following:

Phase I - Evaluation of Offerors:

- Volume I - Down select
- Volume II - Technical and Program Management Proposal
- Volume III - Cost Proposal

Phase II – Evaluation of Offerors:

- Volume IV – Oral Presentation

L.4.1 Projected Milestone Schedule

The Government reserves the right to modify the following schedule:

| | |
|---|-----|
| SIR Release | TBD |
| Offeror Questions related to this SIR | TBD |
| Offeror Notification of Intent to Submit a Response | TBD |

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| | |
|---|-----|
| Proposal Submittals | TBD |
| FAA notification of successful Volume I evaluation and Transmission of Orals questions | TBD |
| Oral Presentations | TBD |
| Contract Award | TBD |

L.5.0 NUMBER OF AWARDS

The Government intends to award one contract as a result of this SIR.

L.6.0 SUBMISSION OF PROPOSAL

The Government is interested in reducing both the expense and time associated with the preparation and evaluation of Offeror's proposals. This solicitation has been structured to obtain, to the extent possible, reasonable information required to conduct an accurate and consistent "best value" evaluation and review of all Offeror's proposals. **Offerors are cautioned that the Government considers the overall form and substance of their proposal to represent the general quality of work expected to be performed under this contract. Accordingly, it will be considered throughout the review and scoring/evaluation process.**

Offerors assume the full responsibility of ensuring that Proposal Volumes and all required Attachments are received at the place specified below by **3 p.m.**, Eastern Daylight Time, on [TBD.]

Facsimile or E-Mail submittals will not be accepted. Proposals must not be submitted via U.S. Mail.

Each Offeror may submit only one proposal. The required number of hard copies and CDs must be hand-carried, delivered by courier, or by overnight delivery to the CO at the following address:

Al Stephens, Contracting Officer
Federal Aviation Administration
800 Independence Avenue, SW
Room 406
Washington, DC 20591
(202) 267-3662
al.stephens@faa.gov

When proposals are hand-carried or sent by courier service, the Offeror assumes the full responsibility for ensuring that the offer is received at the above address by the noted proposal submission date and time. All offers must be closed and sealed as if for mailing and fully identified on the outside of the sealed container. Please note that there are no provisions for acceptance of late offers sent by overnight courier service (except U.S. Postal Service Express Mail), regardless of the date of mailing.

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IT MAY BE NECESSARY TO CALL FROM THE LOBBY TO GAIN ACCESS TO THE BUILDING. THE FOLLOWING MAY GRANT ACCESS:

Al Stephens 202-267-3662

L.6.1 Copies

The Offeror must submit eight (8) hard copies of Volumes I and II and three (3) hard copies of Volume III. All hardcopy bound proposal materials must be submitted together.

In addition to the hardcopy submissions, the Offeror must submit three (3) CDs using Microsoft Office Professional Suite 2007. One (1) CD must contain both Volume I and Volume II, one (1) CD must contain Volume III, and one (1) CD must contain all Volumes. Volume IV is due to the Government at the time of the Oral Presentation. Additional details regarding number of copies will be provided when the “AIM Modernization Challenge Question” is communicated to Offerors by the CO.

L.6.2 Signed Originals

One copy of the proposal must contain the signed original of all documents requiring signature by the Offeror. Use of reproductions of signed originals is authorized for all other copies of the proposal.

L.6.3 Sample Contract

Sections A through K will be converted to a contract upon contract award. The Government reserves the right to include any provision of the Offeror’s proposal in the contract.

L.6.4 Alternate Proposals

Alternate proposals are not authorized and will not be accepted.

L.6.5 Discrepancies, Exceptions, and Deviations

If an Offeror believes that these instructions contain an error, omission, or are otherwise unsound, the Offeror must immediately notify the CO in writing with supporting rationale. If the CO is not notified of such discrepancies prior to proposal submission, it will be determined that there are no discrepancies.

In addition, the Offeror must identify all exceptions and deviations to the SIR in Volume III, with supporting rationale, as directed in L.14.3.3.3.5.

L.7.0 DISPOSITION OF PROPOSALS

Proposals will not be returned, except for withdrawals requested by the Offeror within 30 days of submission.

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L.8.0 GOVERNMENT FURNISHED INFORMATION

Government Furnished Information (GFI) associated with this procurement may be accessed at: <http://155.178.136.3/AIMM>.

L.9.0 EXPENSES RELATED TO OFFEROR SUBMISSIONS

The Government is not responsible for and will not pay or reimburse any costs incurred by the Offeror in the development, submission or any other part of the offer under this SIR. This includes costs associated with any research, studies or designs carried out for the purpose of incorporation into any part of the offer. This also includes any costs to acquire or contract for any services or products relating to the offer under this SIR.

L.10.0 RESPONSIBLE PROSPECTIVE CONTRACTORS

Notwithstanding the evaluation methodology outlined in this SIR, the CO must also find an Offeror responsible prior to the award of a contract. As an appendix to Volume III, the Offeror must submit the following information:

- Sufficient information to demonstrate the financial ability to perform a contract of this size, complexity and duration.
 - Sufficient information to demonstrate mature business and operational controls are in place, appropriate for managing and controlling a major Government contract.
 - Information that shows the book value of your company and proposed team members.
 - A description of all current or pending legal action under federal government contracts within the past 3 years. This must include but is not limited to: Requests for Equitable Adjustments (formal or informal), ¹ pending or ongoing claims (formal or informal) in excess of \$5M, pending or ongoing cure notices, Terminations for Convenience or Terminations for Default.
-

¹Formal is defined as a document that has been signed by an authorized company official and delivered to the federal government. Informal is defined as oral communications or written correspondence dealing with this issue.

As a minimum, to be determined responsible, a prospective Offeror must:

1. Have adequate financial resources to perform the contract or the ability to obtain those resources;
2. Be able to comply with the required or proposed delivery or performance schedule taking into consideration all other business commitments;
3. Have a satisfactory record of integrity and business ethics;
4. Have a satisfactory performance record;
5. Have the necessary organization, experience, accounting and operational controls;

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6. Have an adequate Small Business and Small Disadvantaged Business Subcontracting Plan; and
7. Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

L.11.0 COMMUNICATION AND SIR QUESTIONS

All communications will be documented and controlled through the CO to ensure that Offerors are treated equitably. The following conditions apply to Offeror communications:

1. Communications with one Offeror does not require communications with any other Offeror;
2. Government communications may occur orally or in writing;
3. The Government reserves the right to conduct communications, discussions, and negotiations with any Offeror as the situation warrants;
4. The Government is not obligated to advise Offerors of weaknesses, risks, or deficiencies identified in their proposals;
5. Content of the communications may vary between Offerors; and,
6. Any information provided in response to a Government issued communication may be used in the evaluation of proposals.

Any questions or clarifications regarding any section of this SIR must be prepared in writing and submitted to the CO via email at al.stephens@faa.gov. All questions and clarifications must be received by the CO within 7 calendar days after release to industry. Questions/clarifications must be identified and segregated by topic, and must make reference to the applicable SIR section or paragraph - e.g., Section H, Provision H-3, subparagraph (a).

Pertinent questions will be answered via amendment and provided to all Offerors at www.faa.gov. The FAA will not attribute the questions to the potential Offeror(s), but the questions and answers may be made available to the general public.

The purpose of such communications is to ensure there is mutual understanding between the Government and Offerors on all aspects of this procurement. Offerors are responsible for ensuring that the Government CO has actually received the questions or request for clarifications.

If an Offeror believes that these instructions contain an error, omission, or are otherwise unsound, the Offeror must immediately notify the CO in writing with supporting rationale. Offerors waive the right to raise a discrepancy within the proposal instructions if the discrepancy is not brought to the attention of the Government prior to Proposal submission.

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Certain topics of communications may necessitate amendments to this SIR. If this is the case, all competing Offerors will be advised of the changes and the CO will establish a common cut-off date for any and all resulting Offeror revisions.

L.12.0 NON-GOVERNMENT PERSONNEL PARTICIPATION

The Government utilized contractor support personnel in the development of this SIR and will utilize contractor support during proposal evaluation. In addition, the Government may have information provided in response to this acquisition reviewed by contractor support personnel who may serve as advisors to Government evaluation personnel during the evaluation phase of this acquisition. All non-Government personnel and their corporations have signed, or will sign, Non-Disclosure Agreements and Conflict of Interest statements before the evaluation process begins. Contractors supporting this SIR are shown in the Table L-1 below:

| Company |
|-------------------|
| TASC, Inc. |
| CNA, Inc. |
| EIS, Inc. |
| ICF International |
| CI2 |

Table L- 1

If the FAA decides to use other support contractors, the CO will notify Offerors in writing. The name of the company and FAA contract number will be provided.

The exclusive responsibility for source selection remains with the Government.

L.13.0 GENERAL SIR INSTRUCTIONS

Offerors must notify the CO of their intent to respond to this SIR within seven (7) calendar days after the release date of this SIR. Notification must be provided to the CO via email at al.stephens@faa.gov.

L.13.1 Guidelines

Page size must be 8-1/2 by 11 inches. Proposal pages may be printed on both sides of plain white bond paper. The font for text must be 12-point Times New Roman and there must be at least one inch margins on all sides of each page. The font for graphics, illustrations, and charts is required to be eight point or larger. Charts prepared in either portrait or landscape style are required to be on 8-1/2 by 11 inch paper and can be prepared in any typeface easily readable. When both sides of a sheet of paper contain material, it will be counted as two (2) pages. One or two columns of text information per page are acceptable.

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Graphics and tables are encouraged only to the point that they provide substantive information directly applicable to the purposes of the solicitation's proposal and its evaluation. **Offerors are cautioned that proposal information in excess of page limitations will NOT be considered during the evaluation process.**

A cover page is required to be affixed to each Proposal Volume that clearly identifies Proposal title, Volume #, original or copy, solicitation number, and Offeror's name. Whenever practical, enclosed headings, subheadings, titles, sequence of material and a number identification system should be used. Proposal Volumes are to be contained in separate binders. A tabbed divider must separate each major section of each Proposal Volume.

The Cover Page, Table of Contents, List of Figures and Tables, Glossary (to include acronyms), and section tabs will not be evaluated and will not be included as part of the page count. At the beginning of each Proposal Volume, a table is required that designates which section of the Proposal contains information to satisfy each factor and sub factor defined in Section M. More than one reference can be made to each section of the Proposal, if necessary. This table will not be included as part of the page count.

Proposal Volumes must contain comprehensive, concise, and factual information and complete and substantiated data. General statements such as: "the Offeror understands the requirements of the work to be performed" or simple rephrasing or restating of the Government's requirements will not be considered adequate. Similarly, submittals containing omissions or incomplete responses to the requirements of this SIR, or that merely paraphrase Section C of the SIR, or that use nonspecific phrases such as "in accordance with standard procedures" or "well-known techniques" will also be considered inadequate. Deficiencies of this kind may render the Proposal non-responsive and may be cause for rejection of the Proposal.

Information not in its appropriate section or not appropriately referenced will be assumed to have been omitted.

The Offeror may use oversize pages (including "foldouts") where appropriate to contain complex or extensive graphic presentations. Oversize pages will be provided separately from the body of the text (e.g., bound in a section in back of the body text or folded to fit within the binding when closed). The Government will count oversize pages as the equivalent number of 8-1/2 by 11 inch pages in determining compliance with page count requirements (e.g., a 17-by-11 sheet printed on both sides will be counted as four pages).

The Offeror need not repeat information that is required in response to two or more proposal requirements, but should present such information once in the section where it contributes most to a discussion of the requirement. Other sections, requiring the same information, must be referenced so as to identify the section and page number where the information can be found. Offerors can cross reference between Volume II Section 1 (Technical) and Section 2 (Management). Offerors may also reference Volume I from Volume II. Offerors may not cross reference between Volumes I and III, or Volumes II and III.

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All electronic file contents must match print versions of the submitted documents. Electronic submissions must be accompanied by a printed inventory that identifies all electronic media, their file contents, and their electronic formats. All electronic media and files must be externally labeled with the Offeror's name, submission date and the words "Source Selection Sensitive."

In the event of a conflict between the contents of the hard copy version of the proposal and the contents of the electronic version, the hardcopy version will prevail. Offerors must provide a certification that the hardcopy version of the proposal is exactly the same as the electronic version.

L.14.0 INSTRUCTIONS FOR PHASE I PROPOSALS

L.14.1 Volume I Down Select - Instructions

The Offeror's Phase I, Volume I proposal must be submitted in accordance with the guidelines provided in paragraph L.13.1 and include the information in the Table L-2 below:

| Volume I Contents | Page Limits |
|---|--------------------|
| Table of Contents | Not Restricted |
| Glossary | Not Restricted |
| Part 1 Summary of Relevant Experience | 8 pages |
| Part 2 Capabilities Relevant to AIMM | Note 1 |
| Part 3 Experience with Software Development Projects of Similar Size and Complexity | |

Table L- 2

Note 1: The total page count must not exceed 20 pages for Parts 2 and 3, combined. The Offeror may allocate pages between Parts 2 and 3.

The Phase I, Volume I proposal will be used to identify Offerors whose past experience and corporate capabilities meet the FAA Aeronautical Information Management Modernization (AIMM) program requirements. Volume I of the Proposal will be evaluated on a PASS/FAIL basis and Offerors whose proposals do not "PASS" will be excluded from further evaluation.

L.14.1.1 Part 1 – Summary of Relevant Experience

The Offeror must summarize their capability to meet the requirements defined in this SIR. The Offeror must cite two examples where they have performed as either a prime contractor or member of a team on contracts of similar size, scope and complexity and how they delivered the services or products required in a timely and cost-effective manner. The Offeror must describe how their proposed team provides an effective blend of technical and operational experience for this effort.

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L.14.1.2 Part 2 – Capabilities Relevant to AIMM: Experience with Aeronautical Information

The Offeror must cite two examples of its experience using Aeronautical Information (AI) that demonstrate familiarity with AI generation, use and AI maintenance life cycle. The Offeror must describe the significance of AI to AIMM stakeholders.

The Offeror must cite two examples of its experience developing systems that use AI as well as experience developing actual AI systems, as appropriate.

The Offeror must also describe its experience with the Aeronautical Information Exchange Model (AIXM) and its relevance to AIMM. Experience should include developing and/or maintaining systems that require AIXM formatted data manipulation.

L.14.1.3 Part 3 – Experience with Software Development Projects of Similar Size and Complexity

The Offeror must cite at least two examples of its experience developing systems of a similar size and complexity to AIMM Segment 2 (requirements for AIMM Segment 2 are provided in Section J. The Offeror must explain why the systems cited are similar in size and complexity to AIMM Segment 2. The experience should also relate to the development requirements described in the Statement of Work (SOW) in this SIR. This experience must demonstrate the maturity of the Offeror's software development processes as well as the maturity of supporting processes including quality control, risk management, and configuration management as they relate to software development.

L.14.2 Volume II Technical and Program Management Proposal – Instructions

L.14.2.1 Volume II - Technical and Program Management Proposal

All information for Volume II must be provided on not more than 100 single-sided sheets or 50 double-sided sheets of 8.5 x 11 inch paper, exclusive of the Title page, Table of Contents, and Cross Reference Matrix, Government Furnished Property/Government Furnished Information (GFP/GFI) List, Staffing Plan tables, and Resumes. The Government will not consider pages over the limit in the evaluation.

The Technical portion of the proposal must be provided as Section 1. The Management portion of the proposal must be provided as Section 2.

L.14.2.2 Volume II – Section 1: Technical

In this section of the Volume II, the Offeror must provide a description of its proposed technical approach to the requirements identified in the SOW of this SIR.

The factors and sub factors below must be addressed in the Offeror's Technical Proposal:

- Approach to Systems Engineering

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- Requirements Management
- Allocation of Functions to Builds/Releases
- Change Management
- System and Software Architecture
 - FAA and Industry Data Standards
 - Architecture Description
 - System Interfaces
- Approach to Design and Development of the AIMM S2 Capability
 - Software Design Approach
 - Data Integrity/Fusion
 - Software Estimation
- Test Approach
- Approach to Government Acceptance

L.14.2.2.1 Approach to Systems Engineering

L.14.2.2.1.1 Requirements Management

The Offeror must describe an approach for allocating, decomposing, and tracking requirements from the AIMM S2 SSD into the AIMM component specification documents and preliminary and/or revised interface control documents as inputs into the AIMM design and test plans. The Offeror should use pictorial representations, block and/or data flow diagrams, etc. as appropriate to clarify these processes and products. Examples of such diagrams are OV-1 diagrams, SV-1 diagrams, functional flow block diagrams, data flow diagrams, N2 charts, IDEF0 diagrams, etc.

L.14.2.2.1.2 Allocation of Functions to Builds/Releases

The Offeror must describe the allocation of AIMM S2 functions to proposed builds and releases. The Offeror's description must include the definition of full and partial functions that will be allocated to the AIMM S2 releases, if the Offeror proposes an implementation that is spread over multiple releases. The Offeror must provide the justification for the proposed allocation to include considerations of risk, complexity, and benefits.

L.14.2.2.1.3 Change Management

The Offeror must describe how its systems engineering process will ensure integrated and timely response to potential changes imposed by the Government during the course of the contract.

L.14.2.2.2 System and Software Architecture

L.14.2.2.2.1 FAA and Industry Data Standards

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1. The Offeror must demonstrate an understanding of critical AIMM S2 design elements that are essential to designing and developing a comprehensive solution. These elements include both emerging and accepted industry paradigms and standards as well as legacy systems and governance unique to the FAA. The Offeror must demonstrate an understanding and use of Open Geospatial Consortium (OGC) standards. The Offeror must demonstrate an understanding of System Wide Information Management (SWIM) standards required for developing AIMM services that are SWIM compliant. The Offeror must demonstrate an understanding of legacy AIM systems relevant to AIMM S2 services. The Offeror must demonstrate an understanding of data exchange standards relevant to AIMM S2 services.

L.14.2.2.2.2 Architecture Description

The Offeror must describe the proposed system architecture that shows the relationships between all major components, including the network, system management, information assurance, and AIM specific functions. The Offeror must describe its process for evaluating alternatives to determine an optimal AIMM architecture that is modular and reusable. The architecture representation in the proposal must describe component/sub-component relationships and support component/subcomponent replacement. The Offeror should include graphics or other means to convey information. The Offeror must describe how the proposed architecture will support transitions from the initial release to subsequent releases with minimum system disruption while also being adaptable to future work package enhancements.

L.14.2.2.2.3 System Interfaces

The Offeror must describe how the proposed architecture enables interface components to ingest data from existing legacy systems identified in the AIMM S2 System Specification Document (SSD). The Offeror must also describe how the proposed architecture will accommodate future interfaces with other legacy FAA systems as well as with future systems, whose data may be acquired to enhance capability and functionality as part of future work packages.

L.14.2.2.3 Approach to Design and Development of the AIMM S2 Capability

L.14.2.2.3.1 Software Design Approach

The Offeror must describe its approach to software design and development to include software management processes, software engineering techniques appropriate for this effort, and other techniques, tools, and methodologies proposed during the system design and development phases. The Offeror must include a description of processes used for allocating requirements to COTS, newly developed code, prototype software, and/or modified existing code.

L.14.2.2.3.2 Data Integrity/Fusion

The Offeror must provide a detailed description of the processes for ensuring data integrity and quality in the system design. The Offeror should also provide a detailed description of the

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processes and challenges of fusing Aeronautical Information (AI) data from multiple different sources into a single output.

L.14.2.2.3.3 Software Estimation

The Offeror must describe the software estimation methodology used and the basis of estimate for the Source Lines of Code (SLOC) estimate. SLOC estimates must include a low, nominal and high range for each major AIM function identified by the Offeror. SLOC allocated to Commercial Off-the-Shelf (COTS) or Non-developmental Items (NDI) must be identified. The Offeror must identify risk and provide risk mitigation for all planned COTS use. The Offeror must cite past experience developing SLOC estimates. Information provided in this portion of the proposal and at the Oral Presentation (as described in L.15.1) will be used to evaluate the reasonableness of the Offeror's approach. Proposals that do not contain justification for SLOC estimates may be viewed as unacceptable to the Government.

L.14.2.2.4 Test Approach

The Offeror must describe the overall approach to the Test Program planned for verification of all AIMM requirements implemented as part of Segment 2. The Offeror must distinguish informal testing from Government observed formal testing. Specifically, the Offeror must describe the approach to informal testing that will minimize the occurrence of software defects during formal testing.

This section must also provide a description of the Offeror's approach to Security, Safety, Human Factors, and Performance Tests required to assure that all AIMM S2 SSD requirements are met. The Offeror must provide a description of its test approach emphasizing how the testing will be performed in order to verify the maximum number of AIMM S2 SSD requirements. Where the Offeror relies on previous testing, or testing performed at other locations for satisfying the AIMM S2 SSD Requirements, this must be clearly identified and the approach to those tests must be provided. Any proposed use of Government test facilities must be clearly stated with supporting rationale.

The Offeror must also describe how the proposed approach to testing will demonstrate how the system successfully interfaces with all systems identified in the AIMM S2 SSD. The Offeror should describe how he will use available Government Furnished Equipment/Government Furnished Information (GFE/GFI) to support testing and identify any additional GFE/GFI required for purposes of supporting test conduct.

The Offeror must demonstrate a thorough approach for testing the external, National Aerospace System (NAS), AIM and internal Aeronautical Common Service (ACS) interfaces identified in the AIMM S2 SSD.

The Offeror must also propose how it will, through tests and/or demonstration, ensure the AIMM services developed are operationally suitable for the AIM community of users.

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L.14.2.2.5 Approach to Government Acceptance

Government Acceptance (GA) is the culminating activity for the AIMM Development and Test Phase as it indicates that the Contractor's developed system meets all requirements of the AIMM S2 and of the AIMM Statement of Work (SOW).

The Offeror must address the testing of COTS or NDI products (if they are part of the proposed system design) to ensure all relevant requirements from the AIMM S2 SSD are satisfied. Further, the Offeror must describe the approach to maintenance of all COTS and NDI products, after Government Acceptance.

The Offeror must provide a description of the process proposed to ensure all necessary AIMM S2 system components, as described in the SOW are completed and delivered against a consistent baseline to ensure the Government has all necessary materials for Government conducted testing.

L.14.2.3 Volume II – Section 2: Program Management

In this section of Volume II, the Offeror must provide a description of its proposed management approach to the requirements identified in the SOW.

The factors below must be addressed in the Offeror's Program Management Proposal:

- Management Organization
- Program Staffing
- Management Approach
- Past Performance
- Small Business and Small Disadvantaged Business (SBSDB) Subcontracting Plan and Subcontracting Goals
- GFP/GFI List

L.14.2.3.1 Management Organization

This section of the Management Proposal must describe the Offeror's Management Organization. The Offeror must describe its proposed program approach that describes the team composition, leadership, and processes to manage and execute all activities described in the SIR. The Offeror must describe how the proposed program approach will optimize cost, schedule, and technical performance of the developed AIMM capabilities.

The Offeror must describe the lines of communication and issue-escalation procedures internally within the organization and externally with the Government and other program stakeholders. The Offeror must discuss the responsibility and decision making authority of the Program Manager and other key managers/leaders in the organization.

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The roles and responsibilities for each teammate, subcontractor, and/or organizational entity must be provided. Offerors must describe their processes for management of all entities, teammates, and subcontractors within their proposed organization. The Offeror must describe the approach for planning and allocating work to subcontractors; overseeing subcontractor activities and addressing performance issues; integrating subcontractor personnel into the proposed management and technical approaches; and sharing information among all organizational elements, including subcontractors.

L.14.2.3.2 Program Staffing

The Offeror must present its proposed staffing plan using the Staffing Plan Table format provided in Section J. Job categories are to be specified by the Offeror and must align with the job categories defined in the Offeror's Cost/Contract Documentation Volume. Values in the cells must represent Full Time Equivalent (FTE) staff. No pricing data must be included in the table. Completed tables do not count against the page limitation.

The Offeror must supplement the Staffing Plan Tables with narrative that describes the overall workforce experience and expertise; how this may change over the program life; techniques used to support staffing plan evolution, and sources for qualified personnel including in-house availability versus hiring. The Offeror must describe how the staffing plan aligns with and supports the proposed technical approach. The Offeror must describe the approach for initial program ramp-up including schedule, potential risks, and mitigation strategies.

The Offeror must submit resumes for all key personnel identified in Section J in recommended job categories with the minimum qualifications stated. The Offeror may propose additional key personnel. Each key personnel resume is limited to two pages; however, the total of pages for resumes does not count against the page limitation. Resumes must specify the person's time commitment to the AIMM Program (as a percentage of full-time) and reflect specific experience and background relative to the position, AIMM program requirements, the proposed system design, and the Offeror's proposed development and management approaches.

L.14.2.3.3 Management Approach

The Offeror must describe the management processes and the tools proposed to plan, execute, monitor, and control all work performed on this contract. The description must address:

1. Methodology to estimate resources necessary to execute program requirements
2. Methods and procedures to be employed for financial management including cost control, cost estimation, and budget development
3. Tools, techniques, and procedures to develop, track, and modify/control the schedule as the program progresses
4. Quality control mechanisms
5. Handling quick response efforts and priorities

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The Offeror must describe how the proposed processes and tools will be integrated and managed across the team, including subcontractors.

The Offeror must describe its proposed Earned Value Management (EVM) process and tools. The Offeror's EVM system must be in compliance with EIA-748. The Offeror must describe specific processes and tools utilized to identify, analyze, report and mitigate variances. The Offeror must describe how proposed processes and tools are applied to subcontractors.

The Offeror must describe its proposed risk management and mitigation process. The Offeror must identify how the process will be integrated with technical and management processes employed to execute the program. The Offeror must identify an initial AIMM program level risk list along with corresponding proposed mitigation strategies.

L.14.2.3.4 Past Performance

The Offeror must provide a list of all contracts between 2007 and present, either completed or on-going, which demonstrates the Offeror's involvement in work on NAS software development programs similar in scope, size and complexity to this effort. The Offeror must submit subcontractor information for related efforts on which the Offeror was the prime contractor. The Offeror must explain how the experience on these projects is relevant to the work in this SIR. The listing will not count against the page limitation for Volume II.

The listing must be in reverse chronological order from present to 2007 and include, at a minimum the following information for each contract cited:

1. All information identified in Table L-3
2. A brief description of each contract to include system, product or services and the scope/size of the contract in terms of personnel, geographic location(s), technical complexity, management complexity, etc
3. A description of cost control initiatives as applicable
4. Past cost and schedule performance to include any variances (cost and/or schedule) encountered on the contracts and subcontracts identified and address corrective actions taken to resolve those problems. Information must include the following and it must be clear in each case exactly what was delivered:
 - a. Whether deliveries were on time and if not, why
 - b. Adherence to the program milestones
 - c. Technical and schedule performance history, if applicable
5. The Offeror may describe any quality award or certifications that indicate the Offeror possesses a high quality process for developing and producing the product or service required.

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Offerors are encouraged to provide additional information on their performance on the identified contracts as applicable. More specific performance information will be obtained from references and other sources as the Government deems appropriate. For each program or project referenced, the following table summarizes the information that must be provided as well as the format required:

| | Contract # | Contract Type (FFP, CPFF, etc.) | Original Value \$\$\$ | Final Value \$\$\$ | Total Labor Hours | POP MM/DD/YY- MM/DD/YY | Client Name & Address | Client CO Email & Phone | Client COT R Email & Phone | Client Technical Lead Email & Phone |
|------------|-------------------|---|---------------------------------|------------------------------|--------------------------|-------------------------------------|----------------------------------|------------------------------------|---------------------------------------|--|
| Contract 1 | | | | | | | | | | |
| Contract 2 | | | | | | | | | | |

Table L- 3

Offerors should send the private sector references provided in Table L-3 a Client Authorization Letter as follows authorizing the reference to provide past performance information to the Government.

Dear "Client":

We are currently responding to the Federal Aviation Administration's SIR No. _____ for the procurement of _____.

The FAA is placing increased emphasis in its procurements on past performance as an evaluation factor. The FAA is requiring that clients of entities responding to its SIRs be identified and their participation in the evaluation process be requested. In the event you are contacted for information on work we have performed, you are hereby authorized to respond to those inquiries.

We have identified Mr./Ms. _____ of your organization as the point of contact based on his/her knowledge concerning our work. Your cooperation is appreciated. Any questions may be directed to _____.

Sincerely,

In a separate Appendix to Volume II, Offerors must provide a list of the following:

1. All contracts and delivery/task orders, including the names of subcontractors and consultants utilized, under which a cure letter or show cause letter was issued within the past ten years. The basis for the cure letter or show cause must also be provided.

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2. All contracts and delivery/task orders, including the names of subcontractors and consultants terminated for default within the past ten years. The basis for the termination of default must also be provided.
3. A list of all incentivized contracts for the past ten years and a summary of performance, to include actual incentives achieved against those contractually available.

This Appendix is not page-limited and will not count against the page limitation for Volume II. Where there are no contracts or delivery/task orders to report under any, or a specific one or more of the above three requests, the Offeror must so indicate.

L.14.2.3.5 Small Business and Small Disadvantaged Business (SBSDB) Subcontracting Plan and Subcontracting Goals

The Offeror must provide a Small Business and Small Disadvantaged Business Subcontracting Plan as set out in section L.3.2 herein - Small Business And Small Disadvantaged Business Subcontracting Plan And NAICS Codes.

L.14.2.3.6 GFP/GFI List

This section of the Management Proposal must contain a list of GFP or GFI items, in addition to those identified in Section J, which the Offeror needs to perform the work identified in the SOW. This list will not be evaluated and will not count against the page limitation.

L.14.3 Volume III - Cost Proposal

In this volume of the Proposal, the Offeror must provide a detailed cost estimate to accomplish the tasking described in the SOW. The cost estimate must be priced by Contract Line Item Number (CLIN) for the full extent of the period of performance, i.e., the base period plus option periods.

The Offeror must describe all cost proposal data elements, e.g. labor categories, number of hours per labor category, and Other Direct Costs (ODCs) (consisting of travel, equipment, materials, etc.).

The Offeror must list all assumptions used as the basis for the Cost Proposal and must provide substantiated documentation/clarification for factual information presented in the Cost Proposal.

Volume III must consist of the Offeror's Cost Proposal/Contract Documentation, including cost data and other required documentation. There is no page limit for Volume III.

L.14.3.1 Volume III – General

The Government will consider the proposed cost and fee and assess the reasonableness and realism of the Offer. The Offeror must submit cost information as a part of the Offerors

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complete Volume III in a separate, plainly marked, “Cost Proposal and Other Information Volume.” The Offeror must not include cost data in Volumes I and II. These instructions are applicable to the Prime Contractor and all subcontractors. Attention must be paid to ensure that the cost is not significantly overstated nor significantly understated relative to what the Offeror can reasonably be expected to incur during contract performance.

All subcontracts in the amount of \$500,000, or greater, are required to contain the same cost substantiation and supporting data required of the Prime Contractor.

L.14.3.2 Volume III: Pricing Information

The Offeror must submit a proposal for the services and products identified in Section B by completing and returning Section B. For pricing purposes, the Government anticipates contract award not later than [TBD.]

L.14.3.3 Volume III: Specific Instructions

The Offeror must format Volume III of its Proposal as described below.

Part 1 Cost and Other Data

Part 2 Financial Condition and Capability

Part 3 Contract Documentation

Part 4 Organizational Conflict of Interest (if required)

L.14.3.3.1 Volume III: Part 1 - Cost and Other Data

The Offeror must provide documentation in the following format:

Tab 1. Accounting System: Indicate whether you have Government approval of your accounting system for cost-type contracts, and if so, provide evidence of such approval. Also, identify any deviations from your standard procedures in preparing this Offer.

Tab 2. Estimating System: Provide a summary description of your standard estimating system or methods. The summary description must cover separately each major cost element (e.g., Direct Material, Engineering Labor, Indirect Costs, Overhead, G&A, etc.). Identify any deviations from your standard procedures in preparing this Offer. Indicate whether you have Government approval of your estimating system and if so, provide evidence of such approval.

Tab 3. Probable Subcontractors: Submit a listing of proposed subcontractors and inter-divisional transfers showing i) the supplier, ii) description of effort, iii) type of contract, iv) cost and hours proposed by each, and v) cost and hours included in the Prime Contractors Offer to the Government. Contractor format is acceptable.

Tab 4. Schedule of Rates: Submit a schedule showing proposed direct and indirect rates, and include (but separately identify) subcontractors and inter-divisional transfers. Discuss whether

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the labor and indirect rates to be used are Government approved bidding rates. If not, indicate the basis on which the rates were established.

Tab 5. Audit Agency Point of Contact: The Offeror must list the name, address, and telephone number of the Defense Contract Audit Agency (DCAA) supervisory auditor or resident auditor who would oversee any audit examination of the cost proposal.

L.14.3.3.1.1 Volume III: Part 1 - Required Cost Exhibits

TBD

L.14.3.3.2 Volume III: Part 2 - Financial Condition and Capability

The Offeror must identify the percentage of its estimated total business this effort will represent during the period of performance. The Offeror must provide its financial statements covering the past year of business operation. The Offeror must provide its current Dun and Bradstreet, or equivalent, rating.

L.14.3.3.3 Volume III: Part 3 - Contract Documentation

L.14.3.3.3.1 Volume III: Part 3 - Model Contract & Representations and Certifications

The Proposal must include a signed copy of the SIR, and Sections A through K.

L.14.3.3.3.2 Volume III: Part 3 - AMS Standard Form 33 – Section A, "SOLICITATION, OFFER AND AWARD"

The Offeror must complete blocks 13 through 18. The representative who signs this form must be authorized to contractually bind the company providing the Proposal. In the block with its name and address, the Offeror should supply the Contractor Establishment Code (CEC) applicable to that name and address, if known to the Offeror. The number should be preceded by "CEC". Offerors must take care to report the correct CEC and not a similar number assigned to the Offeror in a different system. The CEC is a 9-digit code assigned to a contractor establishment for those contracts with a Federal executive agency. The CEC system is a contractor identification coding system, which is currently the Dunn, and Bradstreet Data Universal Numbering System (DUNS). The CEC system is distinct from the Federal Taxpayer Identification Number (TIN) system.

The Offeror must include a period for acceptance of at least **180** calendar days from the delivery date of the Proposal.

L.14.3.3.3.3 Volume III: Part 3 - Section B – Supplies or Services and Costs/Prices

The Offeror must complete the pricing information in Section B of this SIR.

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L.14.3.3.3.4 Volume III: Part 3 - Section K - Representations, Certifications, and Other Statements of Offerors

The Offeror must complete all representations, certifications, acknowledgements, and other statements included in Section K of the SIR. The Offeror must also provide this information for all proposed subcontractors.

L.14.3.3.3.5 Volume III: Part 3 - Deviations to Terms and Conditions

Deviations taken to terms and conditions of the SIR to any of its formal attachments, or to other parts of the SIR, must be identified. Each deviation must be specifically related to each paragraph and/or specific part of the SIR to which the deviation is taken. The Offeror must provide a rationale in support of the deviation and fully explain its impact, if any, on the performance, schedule, cost/price, and specific requirements of the SIR. This information must be provided in the format and content of Table L-4. **Failure to comply with the terms and conditions of the SIR may result in the Offeror being removed from consideration for award.**

The Offeror is required to add, as appropriate, at the end of each deviation, a statement substantially as follows: “This Proposal (is) (is not) contingent upon acceptance of the deviation.”

SIR DEVIATIONS TABLE

| SIR Document | Paragraph/Page | Requirement/Portion | Rationale |
|---------------------------|---------------------------------------|---|---|
| SOW, SIR, Section L, etc. | Applicable page and paragraph numbers | Identify the requirement or portion to which deviation is taken | Justify why the requirement will not be met |

Table L- 4

L.14.3.3.4 Volume III: Part 4 - Organizational Conflict of Interest (if required)

It is possible that a given Offeror may have a conflict of interest with respect to participation in this acquisition. Potential conflicts may exist, or be perceived to exist, where Offerors have ongoing business relationships with current Government Contractors. Therefore, Offerors are required to disclose all potential conflicts in accordance with FAA AMS 3.1.75 Disclosure of Conflicts of Interest – (March 2009).

Also, should such a conflict exist, FAA AMS 3.1.7.4, Organizational Conflict of Interest - Mitigation Plan Required (April 2012), requires that a mitigation plan be submitted.

L.15.0 INSTRUCTIONS FOR PHASE II PROPOSALS – Volume IV

Each Offeror must present to the Government an Oral Presentation on two items:

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Item #1. Proposed System and Architecture Overview

Item #2. Response to AIM Modernization Challenge Question

The Oral Presentation will be scheduled by the CO. The Oral Presentation may be videotaped and/or recorded by the Government. The CO will coordinate details regarding attendees.

The Oral Presentation must be provided at the Offerors facility and accommodate up to twenty (20) Government personnel. The Government attendees must be provided a room to caucus.

Oral Presentations must be provided using Microsoft Power Point and are limited to 50 slides per question (total of 100 slides, maximum). Offerors should refrain from including any marketing information.

No more than five (5) hours may be used for the total Oral Presentation, and there must be a break provided every two (2) hours. The government will caucus for approximately thirty (30) minutes following all Oral Presentations, followed by a Question and Answer session with the Offeror lasting no more than one hour.

The AIM Modernization Challenge Question will be provided only to Offerors whose Proposal Volume I passes the initial evaluation of proposals. The Challenge Question will be provided to Offerors exactly two weeks in advance of their scheduled Oral Presentation time slot.

Information provided in this Oral Presentation will be used by the Technical Evaluation Team to score the Offeror's Technical Proposal.

Table L-5 below provides a summary schedule for Volume IV Oral Presentations. The Government reserves the right to modify the schedule.

| Volume IV – Schedule of Events | Duration |
|--|-----------------|
| Item #1: Overview Presentation | 3 hours |
| Part 1- Orals | 2 hour |
| Part 2 – COTS or NDI Demonstration (if proposed) | 1 hour |
| Item #2: Challenge Question Orals | 2 hours |
| Government Caucus | ½ hour |
| Question and Answer Session | 1 hour |
| Note: ½ hour break every 2 hours | |

Table L- 5

L.15.1 Item #1: Proposed System and Architecture Overview Presentation

This portion of the Oral Presentation must consist of two parts.

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L.15.1.1 Item #1, Part 1

Part 1 must be a briefing presented by the Offerors proposed System Architect and Software Manager(s). This briefing must provide the detailed analysis that supports the Offerors proposed system and architecture. It must also include identification of Source Lines of Code (SLOC) estimates and show how the Offeror developed them, based on the requirements and the architecture. It must take no longer than two (2) hours.

L.15.1.2 Item #1, Part 2

Part 2 will be required if the Offeror proposes COTS or NDI product(s) to meet the requirements of the AIMM S2 SSD. In this case, the Offeror must provide a presentation of the product(s) as well as a detailed list of AIMM S2 SSD requirements that the product(s) is (are) expected to satisfy. The Offeror must demonstrate to the Government that the product(s) meets these requirements, to the extent possible within the time constraints of this activity. This demonstration must take no more than one (1) hour.

In the event the Offeror does not propose COTS or NDI to meet AIMM S2 SSD requirements, the Offerors response to this question must take no longer than two (2) hours.

L.15.2 Item #2: AIM Modernization Challenge Question

TBD. This response will be limited to no more than two (2) hours.